



UPDATE YOUR RESUME AND COVER LETTER

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September 15, 2023

Are you looking to create meaningful connections?
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Halifax Universities Career Fair



Halifax Universities Career Fair (HUCF)



@HfxCareerFair



Tuesday, October 24
Halifax Convention Centre
10 a.m. - 4 p.m.

WHAT WE'LL LOOK AT TODAY

- Resumes: goals and types
- Sections: what to cover?
- Cover letter structure
- Contact Career Services

POLL: True or false: the best resumes include as much information as possible

GOAL #1: GETTING WORK FAST

COMBINATION-STYLE RESUME

Name

Profile*

Education

Skills

Work Experience

Volunteer Experience

Professional Development*

Certifications and Training*

Awards*

Interests*

*Optional/as needed

- Choose to leave out a profile section at the top, focusing instead on introducing yourself in your cover letter
- Use a combination-style resume that focuses on a skills sections first, work experience section next, at the top of the page
- Update skills section and work experience section according to the job posting (and accurate to your lived experience)

POLL: How do you explain a skill or experience?

GOAL #2: BUILDING FROM LOW EXPERIENCE

FUNCTIONAL-STYLE RESUME

Name

Profile

Education

Skill Summary

Skill 1 (with bulleted list)

Skill 2 (with bulleted list)

Skill 3 (with bulleted list)

Work Experience (list of titles/orgs. & dates only)

Volunteer Experience

Professional Development*

Certifications and Training*

Awards*

Interests*

*Optional/as needed

- Functional resumes work when you're just starting to get work experience, you're making a complete career/program change, your work history is all over the place, or you don't have recent experience
- Identify three overarching skills and 'pull apart' your traditional work experience section, inserting the bullet points into the three skills
- Great for applying to a 'convenient' job that you may feel overqualified for

POLL: Can you name your top three skills?

GOAL #3: GETTING MORE EXPERIENCE IN MY FIELD

COMBINATION-STYLE RESUME

Name

Profile*

Education

Skills

Relevant Work Experience (specifically name this section)

Work Experience

Volunteer Experience

Professional Development*

Certifications and Training*

Awards*

Interests*

*Optional/as needed

- Use a combination-style resume and consider separating your work experience section in two, with 'relevant work experience' coming first. Examples:
 - Research Experience, Work Experience
 - Supervised Internship Experience, Work Experience
 - Event Planning Experience, Work Experience
- Skills section should be entirely written to (1) match your developing skills with (2) skills valued by employers in your field or skills listed in the job posting
- Bonus tip: In your cover letter, consider mentioning your motivation for your work and your openness to feedback

SECTIONS: WHAT TO COVER?

- **Whole resume**

- Most current date first, city, location, title/job title
- Consistent formatting: bullet points or short paragraphs
- 2 pages

- **Skills section**

Frame your experience with qualifiers, statistics, or time

- Served at private parties, weddings, and corporate events of up to 500 people
- Worked as a team to implement a new curbside delivery system during the pandemic
- Developed Instagram content, a posting schedule, and guidelines for interpreting analytics for a local non-profit organization
- Combined two years' experience in front desk reception and database management

SECTIONS: WHAT TO COVER?

- **Work experience section**

Use accomplishment statements to make your work stand out (a more specific version of your skills section)

Action verb + **challenge** + **result**

- **Coordinated** meal orders **quickly** during peak holiday times, using the company's team approach
- Moderated a five-member panel for International Forests Day. The online event included facilitating a question/answer session with 40 attendees via chat.
- Supported students to develop their resumes and cover letters, focus their job search, and improve their online profiles.

COVER LETTER STRUCTURE*

Name

Company name, address

Job reference number

Date

Dear Hiring Manager,/Dear Hiring Team

Paragraph 1

Paragraph 2

Paragraph 3

Paragraph 4 – closing

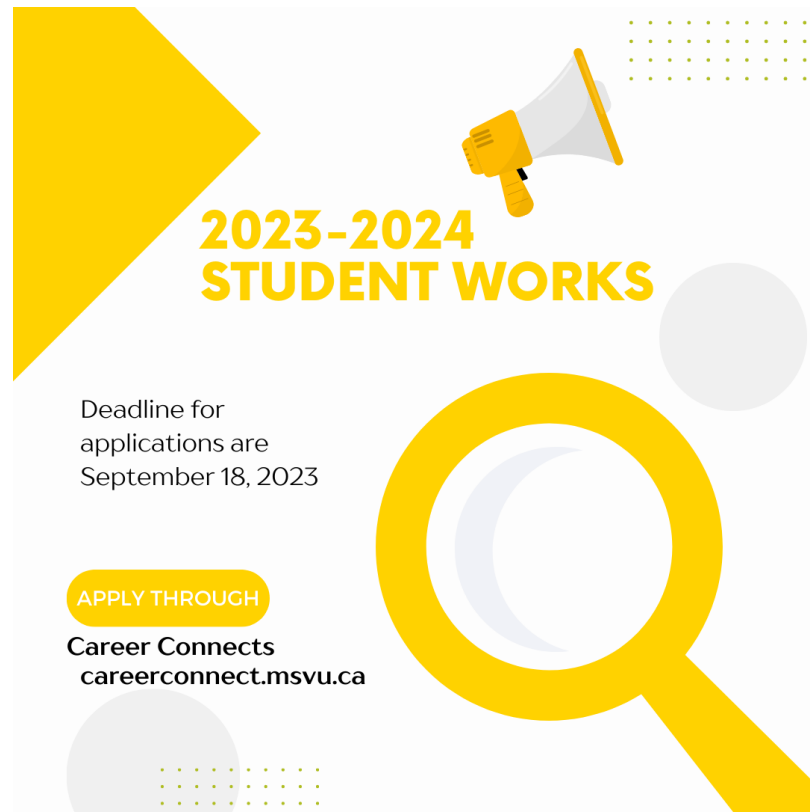
Sincerely,

Your name

- **Paragraph 1** – The top 3 things to know about you or what you can contribute. Consider using an elevator pitch
- **Paragraph 2** – STAR technique to show how you problem solve (explain a **S**ituation, the **T**ask that needed to be done, the **A**ction you took, and the **R**esult). This is actually the paragraph version of an accomplishment statement
- **Paragraph 3** – Values, goals, what you can offer or something that connects you to the job posting or organization OR another STAR technique
- **Paragraph 4** – Closing

SCREEN SHARE: Career Services Resume and Cover Letter Handbook

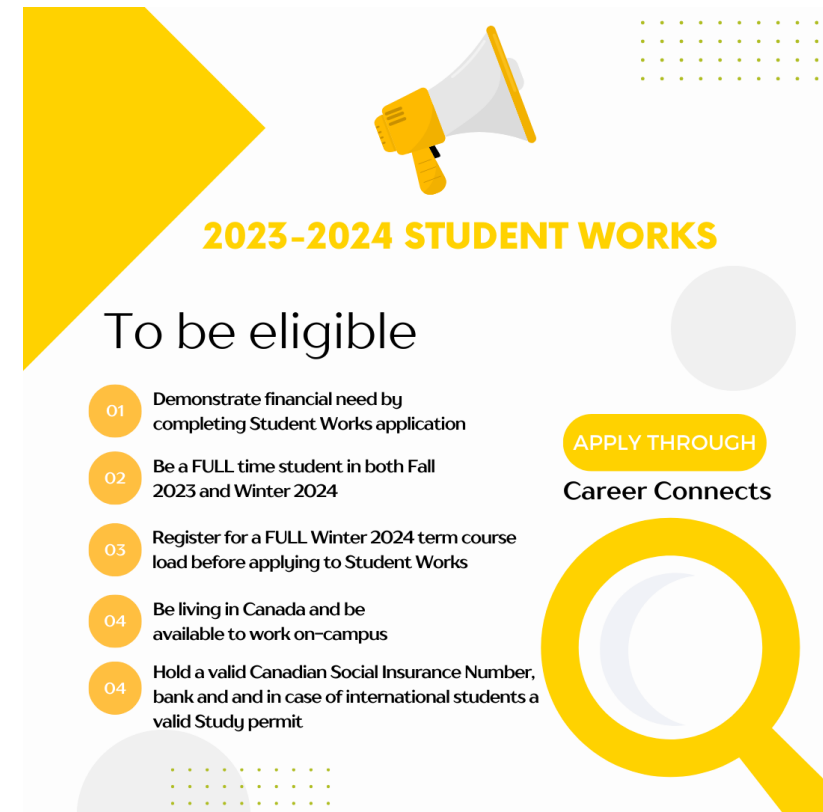
APPLY NOW FOR ON CAMPUS JOBS



**2023-2024
STUDENT WORKS**

Deadline for applications are September 18, 2023

APPLY THROUGH
Career Connects
careerconnect.msvu.ca



2023-2024 STUDENT WORKS

To be eligible

- 01 Demonstrate financial need by completing Student Works application
- 02 Be a FULL time student in both Fall 2023 and Winter 2024
- 03 Register for a FULL Winter 2024 term course load before applying to Student Works
- 04 Be living in Canada and be available to work on-campus
- 04 Hold a valid Canadian Social Insurance Number, bank and and in case of international students a valid Study permit

APPLY THROUGH
Career Connects

CONTACT CAREER SERVICES

Career counselling: virtual or in-person

counselling@msvu.ca

902-457-6567

msvu.ca/careerplanning

[Resume and Cover Letter Handbook](#)

Resume and cover letter feedback

Career indecision

Full-time/part-time/summer job search

Interview preparation

Graduate school applications

Career services events 2023-2024

